

MEMORANDUM

DATE: May 7, 2007
TO: Grow Your Own Teachers Initiative Implementation Grant Projects
FROM: Linda Jamali, Division Administrator
ISBE Certification Division
RE: FY07 Grant Amendment Opportunity

Due to the availability of unexpended funds we are offering you an opportunity to extend your FY07 grant period through August 31, 2007 and/or to increase your FY07 budget by up to \$50,000. During the extension period you may complete activities outlined in your original proposal plus you may add activities and funding for the following:

- ◆ Tuition for coursework for summer 2007
- ◆ Support services for students attending summer 2007 courses
- ◆ Additional office or candidate supplies that will be obligated (ordered but not paid for) by August 31, 2007
- ◆ Coordinator salary, benefits and travel for the months of July and August 2007
- ◆ Tuition for coursework for fall 2007 that will be obligated by August 31, 2007

Please check the appropriate option below and return this form no later than May 15, 2007 by mail or fax to Debra Heckenkamp, Principal Education Consultant, Certification Division, Illinois State Board of Education, 100 North First Street, Mail Code S-306, Springfield, IL, 62777-0001, fax 217-524-1289.

For those who choose not to extend their grant period or request additional funds no further action is required after returning this form. For those who only wish to extend the grant period but do not wish to request additional funds please mail or fax a letter to me by May 31, 2007 explaining why the grant extension period is needed. For those who wish to both extend the grant period and request additional funds the enclosed forms must be completed and returned to Ms. Heckenkamp by mail or fax no later than May 31, 2007. An example and instructions are included for your use.

If you have any questions please contact Ms. Heckenkamp at 217-782-7702 or 217-557-6763 or dheckenk@isbe.net. Due to the extremely high volume of calls received in the ISBE Certification Division email is the most expedient way to contact her.

Thank you for your commitment to the GYO Initiative!

_____ No, we DO NOT wish to amend our FY07 GYO grant or request additional funds.

_____ Yes, we wish to extend the FY07 GYO grant period through 8/31/2007 but DO NOT wish to request additional funding.

_____ Yes, we wish to extend the FY07 GYO grant period through 8/31/2007 AND request additional funds

Initial Budget Amendment # _____
 Revised Initial Budget Multidistrict Application

ILLINOIS STATE BOARD OF EDUCATION
 Certification Division
 100 North First Street
 Springfield, Illinois 62777-0001

ATTACHMENT 1

PROJECT NUMBER		SUBMISSION DATE
FISCAL YEAR 07	SOURCE OF FUNDS CODE 3999-00	
REGION, COUNTY, DISTRICT, TYPE CODE		/ /
FISCAL AGENT		
CONTACT PERSON		TELEPHONE NUMBER
		FAX NUMBER

FY 2007
GROW YOUR OWN IMPLEMENTATION GRANT
Budget Summary/Breakdown

ISBE USE ONLY	PROGRAM APPROVAL DATE AND INITIALS	
	TOTAL FUNDS	
	CARRY OVER FUNDS	
	CURRENT FUNDS	
	BEGIN DATE	END DATE

BUDGET SUMMARY - Use whole dollars only. OMIT DECIMAL PLACES, e.g., \$2536

Function Number	EXPENDITURE ACCOUNT	SALARIES	EMPLOYEE BENEFITS	PURCHASED SERVICES	SUPPLIES & MATERIALS	TOTAL	PAYMENT SCHEDULE
		3	4	5	6	11	
		(Obj. 100s)	(Obj. 200s)	(Obj. 300s)	(Obj. 400s)		
7	2210 Improvement of Instruction Services						July-August
30	TOTAL BUDGET						September
							October
							November
							December
							January
							February
							March
							April(89)
							May(90)
							June
							July-August
							TOTAL
							\$

BUDGET BREAKDOWN - Itemize and explain each expenditure amount. Use additional pages as needed.

Function No.	EXPENDITURE DESCRIPTION AND ITEMIZATION	SALARIES	EMPLOYEE BENEFITS	PURCHASED SERVICES	SUPPLIES AND MATERIALS	TOTAL	
(1)	(2)	(3)	(4)	(5)	(6)	(11)	
							January
							February
							March
							April(89)
							May(90)
							June
							July-August
							TOTAL
							\$

Date

Signature of Authorized Representative



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

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Chairman

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Governor

Christopher A. Koch, Ed.D.
State Superintendent of Education

FY07 "Grow Your Own" Teachers Initiative Budget Amendment Instructions

ISBE requires a budget amendment whenever:

- ◆ If the scope of the project has changed
- ◆ If expenditures increase or decrease by 20% or more or by \$1,000 or more in any "cell". An example of a cell can be found on top of page one of the example. Line 7, Function # 2210, Object # 300, Purchased Services in the amount of \$20,732 is a cell. Line 7, Function # 2210, Object # 400, Supplies & Materials in the amount of \$1250 is also a cell. A budget change in Line 7, Function # 2210, Object # 300 of plus or minus 20% or more equals approximately \$4,146. However, if there is a change of only \$1,000 or more in this cell, which is less than a 20% change, an amendment would be required. A change of plus or minus 20% in Line 7, Function # 2210, Object # 400 is \$250. Even though the change is less than \$1000 an amendment would be required.
- ◆ If additional "cells" are being added. For example, if there were no funds budgeted for Line 7, Function # 2210, Object # 400 but the consortium later decided add this cell by moving funds from another cell an amendment would be required.
- ◆ If the total amount of the budget increases.

Salaries (Object 100): July and August salaries may be added to the FY07 budget. Please provide as detailed a breakdown as possible.

Benefits (Object 200): July and August employee benefits may be added to the FY07 budget. Benefits may include retirement (i.e., IMRF, SURS, TRS), health and life insurance, Medicare, Social Security, and FICA

Unemployment and Workers' Compensation Insurance (Object 300): The ISBE Funding & Disbursements Division has informed us that these items must be budgeted as purchased services.

Office and/or Candidate Materials and Supplies (Object 400): Any single item costing \$499 or less is included in Object 400. **NO SINGLE ITEM COSTING \$500 OR MORE MAY BE INCLUDED IN THE FY07 BUDGET.** Please attach a list of office and/or candidate supplies that are expected to be purchased with the budgeted funds. An example is included in this packet. In some cases it cannot be determined by the name of an item if it cost \$499 or \$1499, e.g. cameras, printers, file cabinets, shredders, etc. Please list these items separately with an estimated price as shown in the example.

Calculations do not have to be expressed exactly as they are illustrated in the example budget. However you calculate the budget show the calculations for each item in as much detail as possible in the Expenditure Description & Itemization.

Please print or type the name of the fiscal agent and the name, phone number and email address of the contact person on the Amendment Budget Summary Breakdown (last page of the amendment forms).

For questions please contact Deb Heckenkamp, dheckenk@isbe.net or 217-792-7702.

FY07 GYO INITIAL Budget

Budget Summary/Breakdown

LINE	Function # 1	Expenditure Account 2	Salaries 3 Obj 100	Employee Benefits 4 Obj 200	Purchased Services 5 Obj 300	Supplies & Materials 6 Obj 400	TOTAL
7	2210	Improvement of Instruction			19330	1250	20580
20	2620	Planning, Research, Dev & Evaluation Services	13000	3250	1170	2000	19420
TOTAL BUDGET							40000

BUDGET BREAKDOWN – Itemize and explain each expenditure amount. Use additional pages as needed.

Function # 1	Expenditure Description & Itemization 2	Salaries 3 Obj 100	Employee Benefits 4 Obj 200	Purchased Services 5 Obj 300	Supplies & Materials 6 Obj 400	TOTAL
2210-300	Candidate Transportation Spring 07-5 candidates X 2 day/wk X 16 wks X 30 mi avg. rnd trip X \$.445 Childcare Spring 2007 - 2 caregivers X 2 days/wk X 16 wks X \$150/day Tuition for Developmental Courses Taken at <u>Name of Institution</u> Spring 07 - 5 teacher candidates X 8 S.H. X \$150/S.H. Advertisement to Attract Teacher Candidates _____ Radio Ads X \$____/Ad X _____/X wk _____ News Paper Ads X \$____/Ad X _____/X wk Coordinator Travel Statewide Meeting in Springfield: \$150 hotel, \$32 train fare, \$20 cab fare, \$56 2-day per diem Travel to GYO meetings Travel to Community Sites				2136 9600 6000 926 268 200 200	19330
2210-400	Candidate Supplies Text Books Spring 07 - 5 teacher candidates X \$250				1250	1250
2620-100	ABC Services, Inc. to employ ¾ FTE Coordinator - \$3250/mo X 4 mos	13000				13000
2620-200	Coordinator Benefits Retirement, Health/Life Insurance, FICA		3250			3250
2620-300	Coordinator Unemployment & Workers' Comp Ins (4 mos)			1170		1170
2620-400	Meeting/Office Supplies – See Attached List				2000	2000

FY07 GYO AMENDED Budget

Budget Summary/Breakdown

LINE	Function # 1	Expenditure Account 2	Salaries 3 Obj 100	Employee Benefits 4 Obj 200	Purchased Services 5 Obj 300	Supplies & Materials 6 Obj 400	TOTAL
7	2210	Improvement of Instruction			34745	2125	36870
20	2620	Planning, Research, Dev & Evaluation Services	19500	4875	1755	2000	28130
TOTAL BUDGET							65000

BUDGET BREAKDOWN – Itemize and explain each expenditure amount. Use additional pages as needed.

Function # 1	Expenditure Description & Itemization 2	Salaries 3 Obj 100	Employee Benefits 4 Obj 200	Purchased Services 5 Obj 300	Supplies & Materials 6 Obj 400	TOT
2210-300	Candidate Transportation Spring 07 – 5 candidates X 2 day/wk X 16 wks X 30 mi avg. rnd trip X .445 Summer 07 – 5 candidates X 2 day/wk X 8 wks X 30 mi avg rnd trip X .445 Childcare Spring 2007 – 2 caregivers X 2 days/wk X 16 wks X \$150/day Summer 07 – 2 caregivers X 2 days/wk X 8 wks X \$150/day Tuition for Developmental Courses Taken at <u>Name of Institution</u> Spring 07 – 5 teacher candidates X 8 S.H. X \$150/S.H. Summer 07 – 5 teacher candidates X 4 S.H. X \$150/S.H. Fall 07 – 7 teacher candidates X 8 S.H. X \$150/S.H. Advertisement to Attract Teacher Candidates _____ Radio Ads X \$____/Ad X _____/X wk _____ News Paper Ads X \$____/Ad X _____/X wk Coordinator Travel Statewide Meeting in Springfield: \$150 hotel, \$32 train fare, \$20 cab fare, \$56 2-day per diem Travel to GYO meetings Travel to Community Sites				2136 1068 9600 4800 6000 3000 6000 1373 268 300 200	34745
2210-400	Candidate Supplies Text Books Spring 07 - 5 teacher candidates X \$250 Text Books Summer 07 – 5 teacher candidates X \$175				1250 875	2125
2620-100	ABC Services, Inc. to employ ¾ FTE Coordinator - \$3250/mo X 6 mos	19500				19500
2620-200	Coordinator Benefits Retirement, Health/Life Insurance, FICA		4875			4875
2620-300	Coordinator Unemployment & Workers' Comp Ins (4 mos)			1755		1755
2620-400	Meeting/Office Supplies – See Attached List				2000	2000

FY07 GYO AMENDED Budget

Amendment Budget Summary Breakdown

Function #	Object #	Itemization	Currently Approved Amount	Requested Change (+ or -)	Revised Amount	Rational For Requested Change
2210	300	Candidate Transportation	2136	+1068	3204	Transportation to summer classes added because grant period extended to 8/31/07
		Childcare	9600	+4800	14400	Summer childcare added because grand period extended to 8/31/07 and candidates will be attending summer classes
		Tuition	6000	+9000	15000	Summer & Fall tuition added because it will be paid or obligated prior to end of extended grant period of 8/31/07
		Advertisement	926	+447	1373	Additional radio and print ads will be run to attract more teacher candidates for the 2007/2008 school year
		Coordinator Travel	668	+100	778	Additional funds added to cover travel to July & Aug consortium meetings
2210	400	Candidate Text Books	1250	+875	2125	Summer text books added that will be purchased during the extended grant period
2620	100	Coordinator Salary	13000	+6500	19500	Additional two months salary added to cover extended grant period of July and August 2007.
2620	200	Coordinator Benefits Retirement, Health/Life Insurance, FICA	3250	+1625	4875	Additional two months benefits added to cover extended grant period of July and August 2007.
2620	300	Coordinator Unemployment and Workers' Compensation Insurance	1170	+585	1755	Additional two months unemployment and workers' compensation insurance added to cover extended grant period of July and August 2007.
NET CHANGE (+ OR -)					+25000	

Note on Supplies itemization:

FY07 Office Supplies

3 Ring Binders	
Index Tabs	
2 pocket folders	
Scotch tape	
scissors	
staplers	
boxes of staples	
3 hole punch	
file folders	
cases copy paper	
post-its	
pens	
rolls correction tape	
pencils	
name badges	
mailing labels	
file folder labels	
#10 envelopes	
Overhead transparent sheets	
printing calculator*	50
luggage cart*	50
paper shredder*	50
overhead projector*	250

*Any single item costing \$499 or less can be included in the amount budgeted for office supplies. Any single item costing \$500 or more is classified as equipment and cannot be purchased under this grant. Items costing \$499 or less that may be misconstrued as equipment must be itemized as in the example above.